

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Date Inspected: \_\_\_\_\_

Inspected by: \_\_\_\_\_

**GENERAL FOR OFFICE AREAS & LABS**

No.	Inspection Item	Satisfactory	Not Applicable	Needs Improvement	Finding	Corrective Action	Date corrected
G1	Workstations are <b>ergonomic</b> and properly adjusted						
G2	<b>Required clearances maintained:</b> 28" to egress, duck & cover, 18 inch clearance below fire sprinkler heads, 36" (120V) OR 42" (480V) in front of electrical panels						
G3	<b>Doorways, corridors &amp; stairs free</b> of obstruction and stairway doors are kept closed						
G4	<b>Signage and postings are current:</b> Exit signs clearly visible & emergency evacuation routes posted; ESD "Health & Safety at a glance" by every desk; red emergency flip charts in common areas						
G5	Floor is free of <b>slip, trip &amp; fall hazards</b>						
G6	<b>Housekeeping is orderly</b> , no danger of falling items & no combustible loading						
G7	<b>Seismic anchoring</b> (e.g., equipment/printers, refrigerators, bookshelves & filing cabinets > 3 ft high)						
G8	<b>Restraints are present</b> (e.g., lips or chains) on shelves and items are restrained (e.g. papers/books not stacked in way they can fall and obstruct egress)						
G9	<b>Electrical:</b> No cords or plugs in disrepair; proper use of extension cords & power strips (no daisy chains, heaters are plugged directly into wall; no single load should exceed 600 watts or 5 amperes, and total load shall not exceed 1440 watts or 12 amperes)						
G10	<b>Ground Fault Circuit Interruptors</b> w/in 6 feet of water sources						
G11	Identify areas for <b>resource conservation</b> (I.e., buy energy efficient equipment; turn off equipment, printers, copiers, computer/monitors at evening, weekends) and <b>waste minimization</b> (I.e, recycle; doublesided prints/copies; use smaller amount or nonhazardous chemicals)						

**ADDITIONAL FOR LABORATORY SPACE**

No.	Inspection Item	Satisfactory	Not Applicable	Needs Improvement	Finding	Corrective Action	Date corrected
L1	<b>Lab safety primer</b> available and current						
L2	<b>Personal protective equipment</b> available & appropriately used. All lab staff nd guests/visitors safety glasses; long pants; closed toed shoes. Additional task specific PPE (lab coats, safety glasses, goggles, respirators, face shield & gloves for chemicals, dishwashing, etc.)						
L3	Re-evaluate work for <b>new hazards</b> - are there new procedures, personnel or equipment? Is HMS* database current? Has <b>equipment or apparatus been modified or adapted</b> in any way that may not be in compliance or safe? Do you need LOTO procedures for your equipment?						
L4	<b>Emergency eyewashes &amp; safety showers</b> : access not blocked; inspection record present and current (every three months)						
L5	<b>Proper use &amp; labeling of refrigerators</b> (Note: flamm storage requires rated units); <b>NO Food/drink stored and consumed in labs</b>						
L6	<b>Fume hoods</b> : uncluttered, spills cleaned up, slots unobstructed & inspection record present & current (every two years)						
L7	<b>Gas cylinders</b> : Proper restraint (2 point securing); capped when not in use; appropriate pressure relief valves; flammables (e.g. hydrogen) separated from oxidizers; inventory w/ barcodes posted & current						
L8	<b>Chemical storage</b> : barcodes on purchased chemicals, chemical database is current**, corrosive & flammable cabinet, separation of incompatible hazardous materials, secondary containment for liquids (tray capacity 110% of the largest container or 10% of the aggregate volume of all containers, whichever is larger), containers labeled w/ chemical name and hazard(s)						
L9	Presence of <b>spill kits</b> that are appropriate to the chemical hazards						
L10	<b>SAAs</b> : area & guidelines posted, contact info current & guidelines followed. <i>ESD requires requisition with 6month of intial accumulation.</i>						
L11	<b>Sinks</b> clear and <b>counters</b> wiped down (no debris)						
L12	<b>No broken, chipped or cracked glass</b> in use; Sharps & broken glass containers used and not over-filled (biohazard label defaced for non-biohazardous sharps)						
L13	<b>Postings current</b> : laboratory entrances with hazards, PPE & contact information & LLPI						
L14	<b>Inspection log</b> reflects monthly LLPI and semi-annual DH walkthroughs						

\* HMS – Hazards Management System <https://ehswprod.lbl.gov/hms/login.aspx>\*\* CMS – Chemical Management System: <https://cms.lbl.gov/jsp/login.jsp>